

## Who we are and what we do:

We are the State's law office serving Tennessee with principled, independent, and excellent counsel.



## Business Analyst Office of the Attorney General and Reporter

### Key Responsibilities:

- Gather data requirements with stakeholders for inclusion in data structures
- Recognize and communicate opportunities to change business practices to be more efficient during business process documentation sessions
- Design and document application databases
- Participate in the development and testing of products, applications and reports to validate stakeholder requirements
- Work with vendor or internal staff to transfer business processes and technical requirements into a structured design format so that programmers can develop business applications
- Validate requirements and business rules against current laws and regulations
- Verify data conversions through metrics, queries, reporting and visual inspection of data elements
- Review project or product documentation for quality, accuracy, and adherence to the Attorney General Office standards
- Document alternate flows/scenarios in requirements documentation to support design of workflow or exception processing

### Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree and two years of professional level experience in applications or systems programming, systematic analysis of overall work processes for business or information systems for developing web-based applications OR 6 years of experience in applications or systems programming, systematic analysis of overall work processes for business or information systems for developing web-based applications

### To apply:

Please submit your resume to Kelly Smith at [Kelly.Smith@ag.tn.gov](mailto:Kelly.Smith@ag.tn.gov)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*